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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

OS Staff Notes

25X1 **FROM:** [redacted]

25X1 Plans Branch/PPS
Office of Security

EXTENSION [redacted] NO.

DATE 24 August 1988

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. C/Plans Br	9-24		[illegible]	
2. C/PPS	25 Aug		[illegible]	
3. EO/OS	8/25/88	9/20/88	[illegible]	
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13. Regrade Confidential When Separated from Secret Attachment				
25X1 14. [redacted]				
15.				

FORM 1-79 **610** USE PREVIOUS EDITIONS

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25 August 1988

25X1 1. Rescheduling of Security Conference

25X1 reported that, as the result of the DCI's October
25X1 trip Security Conference has been
25X1 rescheduled for the week of 7 November 1988.

2. DCI Office Director Conference

25X1 indicated that the DCI Office Director Conference
25X1 will be held from 31 October - 1 November 1988. A
25X1 proposed agenda for the conference has been prepared.

3. Request for OS Off-Site Agenda Items

In preparation for the 29-30 September 1988 OS Off-Site to
25X1 be held urged OS managers to submit their
25X1 issue items to Executive Officer, no later than
24 August 1988.

4. OS Picnic

The OS picnic will be held at Algonkian Park in Loudoun County on Friday, 16 September 1988. All OS employees and their families are invited to attend. A flyer, containing the
25X1 details, has been circulated. Points of contact are
25X1

25X1

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5. Memo to DDCI on OS Security Awareness Program

25X1 [redacted] has forwarded a memorandum to the DDCI summarizing the accomplishments of the OS Security Awareness Program for the past two years. Mr. Gates has been very impressed with the results of the Program, and much of the credit for its success is attributable to the concerted efforts
25X1 of the Security Education Staff. [redacted]

6. New Headquarters Building Update

All OTS elements have moved into the New Headquarters Building (NHB) to be followed by OSWR. Selected OS elements are scheduled to move into the NHB during the summer of 1989. The OS Administrative Staff is currently in the process of developing a movement overlay and is meeting with various OS elements to identify their space requirements. Based on current projections, a significant portion of OS will be housed
25X1 in the NHB. [redacted]

7. DDA Task Force on Career Management

25X1 [redacted] PTS/CMO, has been appointed to serve as OS's representative on the DDA Task Force on Career Management. The Task Force's primary goal is to establish an overall DDA Career Manual that will contain the career management and training
25X1 programs for each of the DDA's offices. [redacted] noted that the DDA considers career management to be a very serious
25X1 issue. [redacted]

8. Agency Briefings of Presidential and Vice Presidential Candidates

25X1 [redacted] expects that, during the upcoming weeks, Agency components will be called upon to provide briefings to the presidential and vice presidential candidates and their staffs. These briefings are designed to provide the candidates and their staffs with an understanding of the Agency and the role that intelligence plays in the formulation of foreign policy. AC/PASG reported that the DCI and DDCI will be briefing Governor Michael Dukakis and his staff in Boston on
25X1 22 August 1988. [redacted]

9. DD/PS Offering of Condolences

25X1 [redacted] offered OS's condolences to [redacted]
25X1 DDS&T/CMS, and [redacted] DC/CD, whose fathers recently passed
25X1 away. Funeral services for [redacted] father were held in
25X1 [redacted]

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10. Announcement of Birth

25X1 DD/PS was happy to announce that
25X1 became the proud parents of a baby girl on 18 August 1988.

11. OD&E "Tank" Cases

DD/PS reported that a study conducted by CD and the OD&E/SS revealed that approximately 20% of OD&E's contractor personnel were being held in a non-productive status pending the successful completion of the background investigations. This resulted in the implementation of a priority OD&E case processing program called "Tank" with the establishment of a 45-day processing goal. A random sampling of a few recent "Tank" case returns revealed that complete OS processing was accomplished in 30 days and is indicative of a strong combined performance by SRD, CD, and the field. DD/PS was encouraged by these initial returns and believes that the "Tank" Program concept should result in tangible savings for the Agency and
25X1 OD&E contractors.

12. Repair of Main Gate Vehicle Barriers

AC/PASG announced that starting on 23 August 1988, the Headquarters Main Gate will be temporarily closed to repair the hydraulic vehicle barriers that are currently out of service. The repair will will take four days to complete, and inbound traffic will be routed through one of the Headquarters Main Gate outbound lanes. Details of the repairs will be posted on
25X1 the Headquarters Building TV monitors.

13. ISG Computer Security Training Program

C/ISG reported that ISG is in the second week of a three-week computer security training program being given to Agency contractor security officers. The second week of the training dealt with the issue of personal computer security. The goal of this newly-developed program is to make the contractor community better informed on the issues of computer
25X1 security.

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15. Special Thanks

25X1 The response to the emergency need of fresh blood by
25X1 Chief, SRD Files Section, and annual leave for
25X1 ADP Branch/AS, was overwhelmingly successful. Special thanks is expressed to those OS employees who so unselfishly responded to the needs of their fellow employees.
25X1

16. Letters of Appreciation and Commendatory Memoranda

The following letters of appreciation and commendatory memoranda have been received since the last OS Staff Meeting:

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